

COMPUTER LAB & INTERNET USAGE POLICY

Bad River Housing and Community Service Center

Patron

The Housing Authority computer lab will be primarily for adult usage. Users may include but are not limited to employees, board members, tribal members not residing in housing units but living within the Formula for Current Assisted Stock Service Area, residents of low income and mutual help housing, other tribal department staff, state or federal governmental agencies.

Primary Purpose of Usage

The primary purpose of the lab usage is to encourage adults, especially adult tenants, to improve their education and career opportunities through the use of the computer lab. Housing Authority staff will be expected to take advantage of specified training as part of their individual career development as recommended by their supervisors. This may include any computer e-trainings, web-trainings, distance learning opportunities, or any other offerings as part of their Individual Development.

Patron responsibilities

At times the Housing Authority expects to sponsor special classes or events in which children will be using the computer lab. The children must be at least 12 years old to be participants and must have become familiar with and agree to the **“Internet Usage Rules For Children.”** Children will not be allowed to use the lab as individuals – but must be part of an authorized group user. Adults must be present in the computer lab at **all times during children’s group usage.**

All users are expected to abide by the conditions and terms of this Computer Lab Usage Policy including the Internet Policy for usage by children. Children’s parents must authorize their children to be part of a children’s activity and also accept responsibility for their child’s behavior during usage. Parents and guardians are responsible for their child’s choice of workstation and Internet activity. Upon signing for a child’s usage, a parent or guardian assumes responsibility for their child’s access to all resources in the computer lab, including electronic resources such as the Internet.

Users must be aware that Internet workstations are in public areas that are shared by people of all ages and sensibilities. All users are expected to respect the privacy of others using the Internet and not interfere with their use.

For group activities, patrons are expected to reserve the use of the computer lab in writing at least **3 weeks in advance of the event** on the request form provided by the Housing Authority. Such reservation shall be sent or delivered to the Bad River Housing Authority at P.O. Box 57, Odanah, WI 5486. The Housing Authority will date stamp and write the request into the Computer Lab Calendar. The fee shall be enclosed with the written request.

Fee Schedule

A fee schedule has been established. The purpose of establishing a fee for usage is to cover the cost of housing authority staff to open and close the facility (especially for planned after hours users), to cover the cost of cleaning the space, and to provide other technical support necessary to ensure that the group using the Computer Lab space has a pleasant and successful learning opportunity.

The fee schedule may apply to other tribal departments. The fee schedule will apply to all private groups, public bodies, other governmental entities, and/or other non-Housing Authority sponsored group requests for usage. The Housing Authority Board of Directors shall determine the fees and may from time to time, adjust them.

Food and Beverages

Absolutely **no food or beverages** will be allowed in the Computer Lab. This policy will be strictly enforced. Violators of this policy may be asked to leave the room immediately and usage privileges may be revoked for a period of time to be determined by the Director. This restriction is to protect the longevity of the computer resources.

Sanctions for misuse of workstations

Violators of this policy may be required to immediately leave the building at the discretion of the "Person In Charge." Violators may also have their privileges suspended or revoked at the discretion of the Director. Users that damage property will be billed for the cost of the damage and will not be allowed to return.

Patrons who use the Housing Authority's Internet workstations for illegal purposes will be subject to immediate prosecution.

The following activities CONSTITUTE A VIOLATION of the Housing Authority's Computer Lab and Internet Policy

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- use of the workstations for illegal or criminal purposes, or for access to unauthorized areas
- posting or transmitting of any unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic, or similar material

- intentionally exposing other users or staff to information or graphics that are offensive
- infringement of copyright and other intellectual property right
- use of file transfer protocol (FTP) or "chat rooms"
- subverting, or attempting to subvert, any security devices in either software or hardware format
- attempting to install viruses or other programs designed to damage or alter software
- sending unsolicited commercial material or spamming
- misrepresenting oneself as another user
- attempting to modify or gain access to files, passwords or data belonging to others
- vandalism or theft of Housing Authority property
- display or dissemination of sexually explicit materials
- causing physical damage to any part of a computer workstation

Display/dissemination of sexually explicit materials

Use of Housing Authority Internet access stations to display or disseminate sexually explicit or sexually suggestive (obscene/pornographic) material in any Housing Authority building is prohibited. Violators of this policy may be required to immediately leave the building at the discretion of the "Person In Charge." Violators may also have their Housing Authority privileges suspended or revoked at the discretion of the Housing Authority Director.

Parental Responsibility

Children must be an authorized participant of a group user in order to use the Housing Authority Computer Lab. To be an authorized participant a child's parent or guardian must read, sign and educate their children with the **"My Rules for Online Safety"** prior to the group being scheduled to use the lab. The Housing Authority will require documentation from the user group prior to being scheduled.

Time limits per day

Individuals using the Computer Lab must **Sign In** at the Housing Authority's Reception Desk during the normal workday. Individuals using the Computer Lab as part of a scheduled group user must sign in on the **Sign In** sheet in the Computer Lab.

An individual has up to one half hour on the Internet if others are waiting. An individual has up to 2 hours maximum per day even if no one is waiting. In order to maximize availability of the Internet for all users, each individual is limited to a total of 2 hours per day, regardless of how many terminals are used.

Drug and Alcohol Free Workplace

Under “HA2000.50 Alcohol/Drug Free Workplace Policy” the Housing and Community Service Center is an alcohol and drug free workplace. Anyone attending training in this facility is required to also comply with the 1988 Drug Free Workplace Act, P.L. 100-690. Anyone using the Computer Lab may not manufacture, sell, dispense, purchase, possess, or use alcohol or unauthorized controlled substances on Housing Authority premises or while conducting Housing Authority business. In addition, anyone noticeably impaired by alcohol or drugs and unable to meet the essential safety and performance while attending activities at the Housing Authority premises will be required to leave immediately. Controlled substances include, but are not limited to: narcotics, depressants, amphetamines, hallucinogens, marijuana, and alcohol.

POLICY APPROVAL

The Bad River Housing Authority Board of Directors approved this policy on 12/19/2006
By resolution number 12-633-2006.

INTERNET USAGE RULES FOR ADULTS ACKNOWLEDGEMENT AGREEMENT

I acknowledge I have read and understand the Policies set forth in this agreement. If I do not adhere to these policies, I understand I may be prosecuted in accordance to the policies set forth to protect the Bad River Housing Authority.

Full Name and Date

Birthdate

INTERNET USAGE RULES FOR CHILDREN

MY RULES FOR ONLINE SAFETY

"My Rules for Online Safety" are from *Child Safety on the Information Highway* by Lawrence J. Magid. They are reprinted with permission of the National Center for Missing and Exploited Children (NCMEC). Copyright NCMEC 1994. All rights reserved.

These rules, although created by someone else are common sense and the Bad River Housing Authority hereby agrees with them and will immediately have them instituted especially for children using or having access to computers owned by the Bad River Housing Authority.

- I will not give out personal information such as my address, telephone number, parents' work address/telephone number, or the name and location of my school without my parent or legal guardian's permission.
- I will tell my parents right away if I come across any information that makes me feel uncomfortable.
- I will never agree to get together with someone I "meet" online without first checking with my parents. If my parents agree to the meeting, I will be sure that it is in a public place and bring my mother or father along.
- I will never send a person my picture or anything else without first checking with my parents.
- I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell my parents right away so that they can contact the online service.
- I will talk with my parents so that we can set up rules for going online. We will decide upon the time of day that I can be online, the length of time I can be online and appropriate areas for me to visit. I will not access other areas or break the rules without their permission.

CHILD PARTICIPANT: _____

Print Name

AUTHORIZING ADULT: _____

Signature of Parent or Guardian

Date